

BUILDING FAÇADE IMPROVEMENT PROGRAM

GUIDELINES AND REQUIRED FORMS

San Bruno Redevelopment Agency

Adopted by Agency Resolution No. 2003-_____
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BUILDING FACADE IMPROVEMENT PROGRAM
SAN BRUNO REDEVELOPMENT AGENCY

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ATTACHMENT A Project Eligibility Area Map

ATTACHMENT B Chapter III. Building Renovation Guidelines
 City Of San Bruno Downtown Design Guidelines (1987)

REQUIRED FORMS

Form 1: APPLICATION FORM

Form 2: PROPERTY OWNER'S AUTHORIZATION FORM

Form 3: CONDITIONAL GRANT AGREEMENT

Form 4: GRANT REQUEST

Form 5: PROJECT ARCHITECT'S CERTIFICATION OF COMPLIANCE

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I. INTRODUCTION

The Redevelopment Agency of the City of San Bruno established the Building Facade Improvement Program (the “Program”) to encourage property owners and business tenants to upgrade the appearance of non-residential properties within commercial districts of the San Bruno Redevelopment Project Area (the “Project Area”). The Program provides matching grants to property owners and tenants to improve the facades of their buildings. A major objective of the Program is to promote joint public/private investment to improve the physical environment of commercial districts within the Project Area. The grants are provided in recognition of the extremely valuable impacts these façade improvements will have on the viability of commercial areas within the Project Area. Redevelopment Agency tax increment funds and, if available, other funds, will provide the funding for the Program. The Program is consistent with the goals of the San Bruno Redevelopment Plan, the Five-Year Implementation Plan, and the City’s Strategic Planning Goals.

These Program Guidelines describe the eligibility criteria for Applicants, grant amounts, eligible improvements and expenditures and program procedures. The Program is designed to be simple and streamlined, with minimal paperwork. Details of the documentation necessary to apply for and obtain a grant are outlined in Section VI, Program Procedures.

The Program requires facade improvements receiving redevelopment assistance to comply with all applicable City of San Bruno planning and building codes and City design guidelines including the City of San Bruno Downtown Design Guidelines. Applicants must follow the normal plan review and building permit approval process, including review before the Architectural Review Committee.

II. ELIGIBLE APPLICANTS / AREA

Owners and tenants of non-residential properties located in those portions of the San Bruno Redevelopment Project Area depicted in the Project Eligibility Area Map attached hereto as Attachment A are eligible to apply for grants under the Program. Business tenants must provide documentation of the property owner's written consent to the improvements at the time of initial application. Written consent may either be in the form of a lease indicating the lessee’s authority to renovate and repair the property or an executed Property Owner’s Authorization for Completion of Facade Design & Improvements (Form 2).

The primary focus of the Program will be Downtown San Bruno along “The Avenue” (San Mateo Avenue). The El Camino Real, San Bruno Avenue and Area North of San Bruno Avenue commercial districts will initially be assigned a lower priority.

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III. GRANT AMOUNT

Property owners or business tenants who install at least \$3,000 in improvements to the facade(s) of an existing building are eligible for a grant of up to 50% of the cost of the facade improvements (the "Improvement Cost") upon their completion up to a maximum grant amount. The maximum grant amounts are shown below and are based on the amount of linear footage for all approved improvements. The Program does not preclude applicants from paying more than 50% of the total project costs in the event an applicant desires to spend more than the maximum grant amount from its own funds.

Linear Feet	Maximum Grant
Less than 25	\$7,500
25 to 50	\$12,000
51 to 75	\$15,000
76 or more	\$20,000

Applicants may apply for an additional rebate of 10% of the grant awarded for the Improvement Cost for soft costs including the cost to develop construction documents, construction management fees, professional, legal and architectural fees, and City permit fees.

All grants shall be administered on a first come, first qualified basis with priority given to owners and tenants in Downtown San Bruno. Once budgeted grant funds are depleted, no further grants will be made unless and until grant funds are made available. No facade may qualify for a grant more than once in any five year period. Where multiple facades in a single building are being improved, the maximum grant amount is negotiable. If a property has more than one building, the applicant may submit one request for each building.

The Agency Board may consider approving grants higher than the maximum grant amount in special circumstances. Exceptions may be considered if the Agency determines that the facade improvement achieves important objectives, such as blight removal, economic revitalization, or historic preservation, or contributes to the distinctive character of San Bruno.

IV. ELIGIBLE IMPROVEMENTS AND EXPENDITURES

The Program will encourage projects that address the most visible side of a building, improve the entire building facade, are well designed, reflect the building's architectural character, and are constructed with high quality materials by skilled professionals. Proposed improvement projects should generally include more than one eligible improvement.

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"Facade" is defined as follows:

The entire exterior front surface of a building, which abuts the street from grade to eave or fascia line. A façade does not include improvements above the facade level, such as roof repairs or roof replacement. A façade may include other faces of a building if the building abuts two streets, an arcade, a walkway or an alley, an empty lot, a parking area, or open space, if the Community Development Director or his designee determines that such faces are visible from a public right of way.

The following improvements to a façade are eligible for a grant under the Program: signs, doors, windows, awnings, graphics, exterior lighting improvements, repair and replacement of facade surface materials, landscaping, and other capital improvements such as parking lot rehabilitation and sidewalk repairs, which the Community Development Director or his designee determines are important to incorporate as an integral part of the total facade improvement design. The Community Development Director or his designee may also consider the following improvements on an individual basis: decorative fencing and landscaping of adjacent parking lots.

Project soft costs, including the development of construction documents, construction management fees, professional, legal and architectural fees, and City permit fees will be eligible for an additional rebate as described above in Section III. Grant Amount.

Applicants must follow the City's planning and building approval process, including review before the Architectural Review Committee. All improvements must conform to all applicable local, state and federal, state laws, ordinances and regulations, including the City of San Bruno Zoning Ordinance, the Americans with Disabilities Act, current Uniform Building Codes and.

The applicant shall require its contractors and subcontractors to pay prevailing wages to all persons performing work on the project as required by California Labor Code section 1720 et seq. The Community Development Department must approve all project improvement plans and cost estimates.

The project designs submitted with the application are expected to be professionally prepared by an experienced designer or professional architect.

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V. REQUEST FOR GRANT

The Agency will provide grants for improvements started and completed after the plans have been approved and the Agency and applicant have entered into an agreement setting forth the terms and conditions of the grant. The grants will be issued only after the improvements have been completed in accordance with approved plans and project approvals and all project costs have been paid and documented. Prior to issuance of the grant, Community Development Department staff will inspect the project. In addition, the applicant must provide the following documentation to the Community Development Department:

1. Building Facade Improvement Grant Request (Form 4);
2. All invoices and/or contracts;
3. The applicant's cancelled checks or credit card receipts, showing that all costs have been paid in full;
4. Project Architect's Certificate of Compliance (Form 5);
5. Copy of the approved Final Building Inspection;
6. Lien waivers from all contractors and subcontractors, and
7. Photographs of the building prior to and after completion of the facade improvements.

VI. PROGRAM PROCEDURES

Step 1. Initial contact: The prospective applicant makes initial contact with Community Development Department Staff. Staff and the prospective applicant should discuss and determine whether the proposed project is located within the eligible area and if the proposed activities are consistent with the Program Guidelines and the City's Downtown Design Guidelines, if applicable. Community Development Department staff will review the Program Guidelines with the applicant and provide all appropriate application materials and forms.

Step 2. Application: The applicant fills out the Application Form (Form 1) and sends the application to the Community Development Department. If the applicant is not the property owner, the applicant must submit either: (a) a lease indicating the lessee's authority to renovate and repair the property, or (b) a Property Owner's Authorization Form (Form 2).

Step 3. Application review: Community Development Department staff reviews the application to determine whether the proposed project conforms to the Program and Downtown Design Guidelines, if applicable. If requested, staff will work with the applicant to develop a conceptual design for the project and provide a list of licensed professional architects and building contractors.

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Step 4. Preliminary plans: The project architect or contractor submits preliminary plans (two copies), color samples, awning designs (if included), signage plan and a preliminary budget for review and approval by the applicant and Community Development Department staff. Proposed improvements in the Downtown commercial area must comply with the Building Renovation Guidelines in Chapter III of the City of San Bruno Downtown Design Guidelines (see Attachment B).

Community Development Department staff will review preliminary design and inform the applicant of the level of City review necessary for project approval (i.e., review before the Architectural Review Committee, use permit, building permits and inspections, etc.) and the materials required to be submitted in conjunction with this review.

Step 5. Final plans: Upon approval of the preliminary plans, the applicant prepares and submits final plans, specifications and detailed cost estimates to the Community Development Department.

Step 6. Related reviews: If improvements require planning review and/or building permits, the applicant must submit its final plans to the Planning Division and/or Building Division.

Review by the Architectural Review Committee is required for all proposed improvements that involve any exterior changes to the building that are visible from the public right-of-way. These include awnings, landscaping, structural changes or other major facade treatments, as well as individual eligible and contributor historic buildings. Applicants should expect a minimum thirty-day processing period for all improvements that involve action by the Planning Division. The applicant must pay an Building Façade Improvement Program Review Fee of \$100.00 for projects going before the Architectural Review Committee.

Building Division review will be required for signage, electrical, plumbing and mechanical improvements. Building Division review of plans will occur after any required planning review and approval. For those improvements that do not require planning approval, Building Division review may occur over-the-counter upon receipt of acceptable plans and the applicant can expect to obtain a building permit within seven days.

Step 7. Approval and agreement: The applicant submits evidence of planning approvals and/or building permit, and revised cost estimates, if necessary, to Community Development Department staff. If the applicant is a tenant, the applicant must submit final approval of the improvements by the building owner.

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Upon submission and approval of these documents, the applicant enters into an agreement with the Agency, the Conditional Grant Agreement Between Agency and Applicant (Form 3), setting forth the terms and conditions of the grant, including the maximum grant amount. The agreement requires the applicant to complete improvements within 180 days from the date of the agreement and conditions grant disbursement upon completion of the improvements in accordance with approved plans and project approvals. If the facade improvement is part of an overall larger rehabilitation, the maximum time requirement will be established accordingly and documented in the agreement. Community Development Department staff must approve all change orders, in order to maintain the validity of the grant agreement.

Step 8. Final Review: Community Development Department staff examines the finished work for compliance with the approved final plans and approvals and any approved change orders. The project architect or contractor certifies that the completed work is in substantial compliance with the approved plans and approvals by executing the Project Architect's Certification of Compliance (Form 5).

Step 9. Request for grant: After completion of the work, the applicant will submit a Reimbursement Request (Form 4) to Community Development Department staff requesting disbursement of grant funds in an amount equal to 50% of the cost of the façade improvements, not to exceed the maximum grant amount set forth in the agreement, plus 10% of the grant amount for soft costs. Reimbursement requests should be forwarded to the Community Development Department and should include all the materials specified in Section V of these Program Guidelines and the agreement.

Step 10. Disbursement of grant: Provided all conditions of the agreement have been met, the grant will be provided to the applicant within thirty (30) days of the Agency's receipt of complete documentation.

VII. APPEALS

Appeals of the public review process follow normal applicable procedures, outlined in the San Bruno Municipal Code. The applicant may appeal a decision of the Arc Review Committee to the Planning Commission, then to the City Council, until such time that the City Council amends the Municipal Code to change the final appeal for all Agency-assisted projects from City Council to the Agency Board. The applicant may appeal a decision by the Community Development Director to the Agency Executive Director, then to the Agency Board.

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ATTACHMENT A

PROJECT ELIGIBILITY AREA MAP

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ATTACHMENT B

CHAPTER III. BUILDING RENOVATION GUIDELINES
CITY OF SAN BRUNO DOWNTOWN DESIGN GUIDELINES (1987)